

THE NURTURING CENTER MINI-GRANT APPLICATION PROCESS

As of October 1, 2009, the Nurturing Center is authorized to convene a mini-grant review committee to review and award or deny mini-grants for Flathead, Lake, Lincoln and Sanders Counties.

The allocation for this region is \$20,932 for Fiscal Year 2011. We have chosen to go with a maximum award for a family/group home facility of \$1,000 and for a center of \$1,500. This award amount is less than the amount allowed by the State. The Nurturing Center has a goal of distributing the funds throughout our region based on the needs of providers. Therefore, smaller amounts may be applied for and/or awarded, and the committee may award less than the amount requested in an application in order to share the funding among other programs.

The mini-grant review team will be comprised of at least 3 individuals, including a licensing representative, someone from the R&R agency, and another 3rd party. Mini-grant review team membership must remain confidential.

Priorities for mini-grants may include:

- New providers to become registered/licensed
- Licensing compliance such as balance of funds needed for full year of insurance, egress windows, play equipment, etc.
- Professional Development, particularly courses taken in preparation to meet STAR One requirements and to assist with year one professional development plans
- Business equipment such as a computer to manage CACFP claims and customer billing.
- Practitioner registry fees for caregivers not in STARS formally
- Materials and equipment for continual quality improvement or to meet additional requirements

Applicants who do not meet any of the levels of priority can still apply and may receive grant funds if funding allows.

Provider Information:

- Applications will be due on February 1st and May 2nd.
- Grantees have one year from the award date to spend their award and reimbursement will only be for expenditures after the date of the mini grant award.
- You must be a current or provisionally registered/licensed child care provider to apply.
- You must be a registered member of the Early Childhood Career Development Practitioner Registry in order to be reimbursed for any grant award. You can start your application at <http://www.mtecp.org/practitioner.html>
- You must remain in business as a licensed/registered child care provider for a period of 12 months from the award date or agree to return all grant funds received.
- Mini grants are reimbursement grants. If you are awarded a mini-grant, you will be required to submit receipts to the state in order to be reimbursed for the items you purchase.
- Programs formally enrolled in STARS with incentives are not eligible for mini grants since STARS incentives can be used for like purposes. Programs participating in STARS without incentives may still apply.
- There is no longer a differentiation between regular and infant/toddler mini-grants. They have been combined into the same mini-grant, and providers may only be awarded one mini-grant per award year.
- Providers on the National Disqualified List for the CACFP program are not eligible for Montana quality funds including mini-grants.
- Appeal rights are not available for mini-grant decisions.
- Providers requesting outdoor play equipment are encouraged to review the playground safety information posted on www.nurturingcenter.org under the mini-grant section. This will help you determine if the playground equipment and outdoor environment have appropriate fall zones, padding, and age appropriate equipment height.

Due Dates: Applications are always due into the Nurturing Center by 5:00 pm on the date due:

**The Nurturing Center
146 Third Ave. West
Kalispell, MT 59901**

1st Round Tuesday, February 1st
2nd Round Monday, May 2nd

Directions for applying:

1. *All applications must be on the application form available from the Nurturing Center and on the website. Applications submitted on outdated state forms will be returned.*
2. *Proof of active participation on the Practitioner Registry must be submitted either with your application or with your request for reimbursement, in the form of a copy of your Practitioner Registry Certificate or Professional Development Record. New providers not yet eligible for the Registry can request funding for Registry application fee and initial professional development as part of their mini grant application, and if awarded a mini grant can submit proof of registry membership with their request for reimbursement.*
3. ***Fill out all requested information on the page titled “Best Beginnings Mini Grant Application.” Use the page titled “Proposed Budget,” as an opportunity to give an overview of your program need. Write a paragraph indicating why you need a mini grant and for what purpose. Sign the bottom of page 1. Please include both the Mini Grant application and proposed budget in your completed application.***
4. *On the Proposed Budget page list kinds/groups of items you are requesting, brief rationale and cost by category. Sign the bottom of Proposed Budget page.*
5. *Include additional rationale if it documents or explains why your program has this particular level of need. Rationale might include copy of licensing deficiency letter, pictures, clarification of safety issues, or explanation of how you plan to improve your program quality.*

For questions related to applying for mini-grants please contact Deanna at the Nurturing Center by phone at 406-756-1414 or email deanna@nurturingcenter.org



Best Beginnings **MINI Grant** Application
CCR&R: _____



Name: _____ PS#: _____

Physical Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____
(If Different From Physical Address)

E-Mail Address: _____ Phone Number: _____

Facility Name: _____ Facility Type: _____ PV#: _____

Social Security # _____ or EIN #: _____

Are you on the Practitioner Registry? Yes Date _____ Level _____ NO

In order to receive this grant you must be a registered member of the Early Childhood Career Development Practitioner Registry. A copy of your Practitioner Registry certificate or Professional Development Record with a current date must be

- Submitted with this application

OR

- Submitted with the contract/summary form when requesting payment.

Have you received a MINI Grant in the past? Yes Date _____ NO

Are you participating in the Best Beginnings STARS to Quality Program? Yes NO

Amount of Request - \$ _____ (Maximum \$2,000 for Family/Group; \$3,000 for Center)

See page 2 of this form for grant description

WHY ARE YOU REQUESTING FUNDS?

- Indicate the need for your project and how you will use the funds. *(use additional paper if necessary)*

- I agree that this application is for a **one-time payment**, and that proposed purchases and activities for this grant application will take place during the 12 months **AFTER** the grant is awarded.
- I certify that neither this facility nor any of its principals is on the CACFP National Disqualified List, and have not misused Federal Funds.

Provider's Signature: _____ Date: _____

**OFFICIAL
USE
ONLY**

GRANT IS: Approved, for \$ _____ Denied

REASON: _____

CCR&R Signature: _____ DATE: _____

Nurturing Center Mini-Grants

Proposed Budget w/ Explanation

Name of Applicant: _____

Write what you are requesting by budget area, explain any safety issues and tell how this will improve your program quality. Attach supporting documentation i.e. licensing deficiency letter, pictures, explanations, bids.

OPERATING COSTS (I.E. INSURANCE, PHYSICAL MODIFICATIONS, FENCING): \$_____Amount

CHILD RELATED EQUIPMENT AND MATERIALS: \$_____Amount

OFFICE EQUIPMENT: \$_____Amount

PROFESSIONAL DEVELOPMENT: \$_____Amount

OTHER (PLEASE DESCRIBE): \$_____Amount

TOTAL AMOUNT REQUESTED \$_____Amount

I understand that should I be awarded a Mini grant I agree to remain in business as a licensed/registered child care provider for a period of 12 months from the award date or agree to return all grant funds received.

Signature _____